



Administration

Staff Code of Conduct

Policy statement

This policy sets out standards of conduct expected and has been written for the effective operation of the pre-school and the wellbeing of its staff. The policy aims to encourage all staff and volunteers to meet the highest possible standards of conduct. Rotherfield Village Pre-School staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting. Rotherfield Village Pre-school staff also have a responsibility to maintain their reputation and the reputation of the pre-school, both during and outside of working hours.

You must read this policy carefully and comply with it fully. All staff and volunteers are expected to act in accordance with the policy - failure to do so may result in disciplinary action. If you are unclear on anything within the policy, please discuss this with the manager.

You are responsible for familiarising yourself periodically with the latest version of the policy and for complying with it at all times.

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

All the staff team are ambassadors for Rotherfield Village Pre-School, and we expect conduct to be professional at all times. Staff should treat anyone attending the pre-school (children, parents/carers, and visitors) courteously and with respect. Swearing and abusive behaviour are not tolerated from anyone at the pre-school. If any member of staff exhibits such behaviour, they will be subject to the pre-school's disciplinary procedures. Employees must take care with their personal hygiene and grooming, clothes appropriate to your job role must be worn at all times at all times.

In relations with parents and carers, staff should:

- Be approachable and friendly, while still being objective and professional and not blurring boundaries.
- Offer advice and support parents in a respectful way, including initiating possibly difficult discussions, directing parents to other relevant services, and making appropriate referrals.
- Share the safeguarding policy with parents and how the information will be shared with professionals.
- Focus on the individual child, not make comparisons with other children or breach confidentiality.
- Ensure all discussions regarding children or their parents are confidential.
- Any differences of opinion between staff members or with parents should be discussed confidentially and away from the children.
- Avoid giving special attention or having favourite children or parents.
- Set appropriate boundaries with families. Prior discussion and evaluation of possible outcomes must take place with the manager before entering into social, sexual, or emotional relationships

with families. This could include private babysitting arrangements with parents, becoming a god parent to a child, allowing children or their parents to visit practitioner's homes or meeting parents or children socially.

All members of staff including volunteers should ensure courteous, efficient, and impartial conduct to all colleagues, children, and families. Antagonistic or aggressive behaviour is not acceptable from any party. Staff are expected to act in a responsible manner at all such times and to give appropriate consideration towards work colleagues, the children, their families, and all members of the public. Any behaviour or conduct which does not satisfy our accepted standards, rules and procedures may result in disciplinary action which may include dismissal.

Rotherfield Village Pre-School respects your right to a private life, however you are encouraged to exercise discretion and use social media responsibly at all times. Rotherfield Village Pre-School must also ensure relevant protection for all confidential information and its reputation. If using social networking websites in your private life, the following applies:

- must avoid making any social media communications that could damage Rotherfield Village Pre-School's business reputation, even indirectly
- must not defame or disparage the pre-school, staff or any third party
- must not harass, bully, or unlawfully discriminate against staff or third parties
- must not make false or misleading statements or impersonate colleagues or third parties
- must adhere to our E-Safety Policy
- must not express opinions on behalf of Rotherfield Village Pre-School using social media
- must not include our logos or other trademarks connected to the pre-school in any social media posting or in your profile on any social media
- employees must not seek out families connected to pre-school and request connecting via social media
- employees must not accept requests to connect via social media from families attending Rotherfield Village Pre-School.

Breach of the above, whether at work or otherwise, may result in disciplinary action being taken. This may include dismissal.

Both Rotherfield Village Pre-School and its staff are under an obligation to comply with the Data Protection Act 2018.

Rotherfield Village Pre-School staff are responsible for delivering a high-quality service, which depends upon timely attendance and effective performance at work. This may be compromised if alcohol or substances have been misused; you are expected to comply with the Drugs, Alcohol, Substance Misuse & No Smoking Policy.

You must treat colleagues with courtesy and respect and must not abuse them verbally or physically. You must not *harass or bully or be insubordinate to colleagues and must comply with the standards set out in this policy in relation to Equalities.

*Bullying and harassment is behaviour that makes someone feel intimidated or offended and is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone

- denying someone's training or promotion opportunities

Bullying and harassment can happen:

- face-to-face
- by letter
- by email
- by phone

Employees who are in a partnership, family or emotional relationship may at some time work together. Such personal relationships should not interfere with work and the presumption will be that the relationship will not affect performance whilst at work.

You should use the telephone or other mobile devices provided by the pre-school for business use only. Rotherfield Village Pre-School recognises occasionally it may be necessary for you to make or receive personal calls during working hours - personal use should be brief and made during your breaks if possible.

This Policy forms part of your contract of employment.

Failure to comply with any of the provisions included in this Policy may result in disciplinary action being taken under the Disciplinary policy, or legal action if necessary.

All of our policies are available on our website, in the kitchen and office and available upon request.

This Policy was written/reviewed by	Shereen Milledge
This policy was adopted by	Rotherfield Village Pre School Staff and Directors
Date	February 2022
Review Date	February 2024

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
			Rotherfield Pre-School Staff & Directors